

ORGANIZING  
By  
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Organizing supplies the means for people to work together effectively to accomplish objectives.

Organizing is necessary to unite people, facilities and equipment in interrelated tasks.

Organization brings together in an orderly fashion human and material resources necessary to produce economic goods and services.

The organization process begins with objectives. Objectives are the values the firm seeks to achieve.

With the objectives in mind the manager must determine the work necessary to achieve them.

The work must be divided into the simplest tasks. These tasks must then be assigned to people. These tasks are then grouped into administrative units.

Organization involves the development and establishment of authority relationships and the coordination among those with authority regardless of their position in the firm.

To contribute toward the effective accomplishment of objectives each person in the firm must know:

- The firm's objective
- The firm's goal
- Policies
- Rules
- His specific task

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To whom he is responsible and accountable  
His authority  
Who is responsible to him  
The makeup of the entire work group  
His relationship to all members of the work group  
His place in the work group  
The objectives of his work group  
The proper channels of communication  
The requirements of his job  
The limitation of his job

The management function of organizing is: the grouping of activities and the structural arrangement of persons, facilities, and equipment and the allocation of authority and responsibility.

When the planning function has been completed, resources, human and material, must be assembled to carry out the plans.

Organization enables us to:

1. Determine what must be done to reach our objectives or goals.
2. Divide those activities necessary to obtain the objective and goals into segments small enough to be performed by one person.
3. Provide a means of coordination so that there is not wasted resources in the pursuit of the objective.

Specialization: Insofar as possible, the work of each person should be assigned to a single function.

Unity of Direction: There should be one head and one plan for each group of activities having a common objective.

Unity of Command: Each person should receive instruction from only one superior and be accountable only to him.

Authority and responsibility should be equal.

Delegation: Each decision should be delegated to the lowest competent level.

The Span of Control: This principle states that a superior should not have more than a specific number of subordinates, variously stated as four to six to eight, if his work is interrelated.

Short Chain of Command.

Organizing Starts With Objectives.

Organizing brings together human and material resources to accomplish objectives.

Objectives are the values the firm seeks to achieve.

Organizing people! or human resources.

The work must be divided into its simplest tasks. These tasks must then be assigned to people. Then tasks are grouped into administrative units.

Organization involves: The development and establishment of authority relationships. The coordination among those with authority.

Each person in the firm must know:

1. The firm's objectives.
2. The firm's goals.
3. Policies.
4. Rules.
5. His specific work task.
6. To whom he is responsible and accountable.
7. His authority.
8. Who is responsible to him.
9. The make-up of the entire work group.
10. His relationship to all members of the work group.
11. His place in the work group.
12. The objectives of his work group.

13. The proper channels of communication.
14. The requirements of his job.
15. The limitation of his job.

The management function of organizing is the grouping of activities and the structural arrangement of persons, facilities, and equipment and the allocation of authority and responsibility.

As the business grows larger and its activities become more complex, organizing becomes even more important.

Organizing enables us to:

1. Determine what must be done to reach our objectives and goals.
2. Divide those activities necessary to obtain the objectives and goals into segments small enough to be performed by one person.
3. Provide a means of coordination so that there is not wasted resources in the pursuit of the objective.

Principles of Organizing:

1. Specialization.
2. Unity of direction.
3. Unity of command.
4. Authority and responsibility should be equal.
5. Delegation.
6. The span of control.
7. Short chain of command.